

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
June 6, 2022
Approved Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Christine Montecalzo, Police Chief Ray Pelton, Michael DiPietro, Town Administrator Dan Goonan, and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Leclair called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Appointments with the Board

Approval of Payroll Manifest for the Week of June 6, 2022 - \$58,968.01

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of June 6, 2022 in the amount of \$58,968.01. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of June 6, 2022

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the Week of June 6, 2022 some of which included: three public hearings, two voided check manifests, a notice of intent to cut, and correspondence from Xfinity.

Mr. Rolfe motioned to approve the Consent Agenda for the Week of June 6, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of May 23, 2022 - \$903,446.10

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of May 23, 2022 in the amount of \$903,446.10. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of May 23, 2022 - \$14,320

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of May 23, 2022 in the amount of \$14,320. Mr. Carroll seconded the motion. A vote was taken. Mr. Leclair voted aye, Mr. Carroll voted aye and Mr. Rolfe abstained. The motion passed 2-0-1.

New Business

- Credit Card Policy

Mr. Goonan reported that the Finance Director and Assistant Finance Director were on board with the issuance of credit cards to Department Heads. Mr. Goonan advised that a credit card policy has been drafted for consideration and each credit card user would sign a user agreement.

Mr. Leclair asked how many cards would be issued per department and Mr. Goonan noted there would be one per department. The cost is free for the first year and \$150 per year after that.

Mr. Rolfe motioned to adopt the Credit Card Policy for the Town of Auburn. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe asked the spending limit and Mr. Carroll noted it was \$25,000.

Mr. Goonan presented the Board with Appendix A User Agreement for consideration by the Board.

Mr. Rolfe motioned to adopt the Appendix A User Agreement for the Credit Card Policy. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Special Event Policy - *Tabled*

Mr. Goonan presented the Board with a Special Event Permit Application form for consideration by the Board. The applicant would have the form reviewed and checked off by each department such as the Police Department and Fire Department.

Mr. Leclair noted that ultimately the approval letter would come from the Board of Selectmen and the applicant would still need to come to the Board anytime for example a road is closed.

Mr. Carroll recommended amending the Policy to include final approval by the Selectmen.

Mr. Leclair noted the Auburn Village School already has a form for this and the Selectmen have no say so the bottom line should be stricken.

Mr. Leclair recommended striking #15 “the Town Administrator reserves the right to cancel” since again a lot of that permission is granted by the Selectmen, unless the Town Administrator were granted that authority by the Selectmen.

Mr. Leclair recommended tabling approval of the general use for Town Facilities form.

- Fish & Game OHRV Grant – Chief Pelton

Chief Pelton reported being awarded a \$1,800 OHRV patrols grant from Fish & Game.

Mr. Rolfe motioned to accept the \$1,800 OHRV patrols grant from Fish & Game and to give Police Chief Pelton authority to sign the contract with the State of NH. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

- Wi-Fi Update

Mr. Goonan reported the Wi-Fi signal was not able to be boosted to the required level and the estimated cost is \$1,068.02 for the recommended IT update. Mr. Carroll recommended funding come from ARPA. Mr. Leclair reported \$172,000 has been spent from ARPA and the second round is expected. Mr. Goonan added that there is \$50,000 coming for reimbursement for the FD radios.

Mr. Carroll motioned to expend \$1,068.02 for IT updates to Town Hall from ARPA funding. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Town Hall Door Replacement - *Tabled*

Mr. Leclair recommended tabling this item to secure additional estimates.

- Salt Shed Repair

The Board reviewed the three estimates provided for replacement of the metal roof on the Salt Shed. The Board agreed that the quote from Sentry Roofing for 24 gauge steel was the least expensive of the three.

Mr. Leclair reported the balance in the Town Building Rehabilitation Fund is approximately \$149,888.

Mr. Leclair asked the lead time for the work to begin and Mr. Carroll advised the work would likely commence in September or October.

Mr. Rolfe motioned to approve the \$17,200 proposal submitted by Sentry Roofing to replace the metal roof on the Salt Shed with 24 gauge steel with funding to

come from the Town Building Rehabilitation Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Raffle Permit Extension Request - *Tabled*

The Board agreed more information would be required to make a decision on the request for an extension of the raffle permit. Mr. Goonan contacted the applicants who noted the raffle deadline is July 31st and their goal is to raise \$125,000 and have raised \$32,000 so far.

Mr. Leclair recommended Mr. Goonan contact the applicants to find out what they would do with the funds they have raised so far if they don't reach their goal and table the request until the next meeting.

- Parking on Priscilla Lane

Mr. Leclair reported the parking signs at Wayne Eddows field are working well.

- Town Administrator Position

Mr. Leclair reported that he reached out to NHMA and MRI and they don't recommend a committee. MRI could put together a job description, run the advertisement of the position, collect resumes and bring the top five or so forward for interviews. The process would take approximately 2-3 months. Mr. Carroll recommended reaching out to Atkinson and Windham to find out how the process went with them. Mr. Rolfe agreed this was the way to go. Mr. Leclair noted he has a copy of the job description or the Town Administrator.

Mr. Carroll asked about the fee schedule and Mr. Leclair reported the fee structure is hourly and would be approximately \$3,500-\$4,500. Mr. Leclair noted the operating budget is currently underbudget for the Town Administrator's line.

Mr. Rolfe motioned to authorize Mr. Leclair to follow up with MRI to pursue the fulfillment of the Town Administrator's position with funding to come from the Town operating budget. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Stone Monument – Historic Society

Mr. Rolfe reported the stone was moved today and will be pressure washed and painted.

Other Business

- Primex Notification - *Tabled*

Mr. Goonan reported that Primex has offered to lock in the property and liability insurance rate at 9% for three years. The increase for this year is 13%.

Ms. Montecalzo asked what kind of insurance this is and Mr. Leclair explained that it is for all insurance except for the Town employee's health insurance.

The Board agreed to table the item to get more information.

Next Meeting

- Tuesday, June 14, 2022 – Auburn Village School Board Meeting – 6 PM at AVS
- Monday, June 20, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- May 23, 2022 – Public Meeting

Mr. Rolfe recommended edits.

Mr. Rolfe motioned to approve the May 23, 2022 Public Meeting Minutes, as amended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- May 23, 2022 – Non-Public Meeting

Mr. Rolfe motioned to approve the May 23, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A:3(II)(a) The dismissal, promotion, or compensation of any public employee

By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3(II)(a). Mr. Carroll seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:52 PM.

Mr. Leclair motioned to come out of non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:27 PM.

By Roll Call Mr. Leclair motioned to seal the minutes of the non-public sessions. Mr. Carroll seconded the motion. A roll call vote was taken Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.

Adjournment

Mr. Carroll motioned to adjourn the meeting at 8:27 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary